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ABSTRACT

This paper suggests activities for school administrators to learn basic technology tools. Step-by-step instructions are provided for browsing and using the Internet, organizing favorite World Wide Web sites, and organizing Internet bookmarks. Interesting job search, legal, and professional organization Web sites for administrators are listed. A learning module for using Microsoft Excel, an electronic spreadsheet, is presented; this module uses an already developed spreadsheet that can be accessed through the Internet. Step-by-step instructions for this module are organized in the following six lessons: (1) using the student enrollment projection; (2) using the salary schedule; (3) using the scattergram; (4) using the salary cost module; (5) modifying the enrollment projection; and (6) modifying and using the salary schedule. A module for utilizing Microsoft Office PowerPoint to create electronic presentations is presented that includes instructions for choosing a background, creating a title page, creating a new slide, creating additional slides, and saving the presentation. (AEF)

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Basic Technology Tools for Administrators: Preparing for the New Millennium

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Picciano states, "While the effectiveness of computers in instruction continues to be debated, the effectiveness of computers to provide information, manage budgets, and improve operations has been accepted (1998)." Administrator's can help improve the use of technology in their schools by becoming familiar with a few basic computer software tools. The Association for Supervision and Curriculum Development (1997) discusses various uses of current technology in our schools today. Cornett (1983) stated that the person most responsible for the success or failure of a public school was the principal. Most university preparation programs meet their state's administrator certification requirements by offering a series of courses, focusing on knowledge, not on skill development. "Few critics propose solutions or even clear directions for improvement." (Witters-Churchill, L. W., & Erlandson, D. A. (1990). Most students in the author's administrator preparation classes, both at the principal and superintendent levels, indicate that they know very little in the area of technology. The knowledge level of practicing administrators is also very poor. As a former superintendent of schools, the author also found that practicing administrators lacked essential knowledge and skills in the area of technology. With university preparation programs for principals viewed as less than adequate (adequate (Finn, 1986; Gorton & McIntyre, 1978; Hills, 1983; Kelley, 1986), it is imperative that present and future administrators learn these tools very quickly and effectively.

Browsing and Using the Internet

The Internet gives administrators the ability to communicate with other people and computers worldwide (Ryder & Hughes 1997). It is also a communication tool for gathering information available instantly from around the world. Rather then learn the history or detail about the Internet, the author suggests using the Internet for short periods of time over a semester. The following are suggested steps for learning the Internet:

Step 1. Use a computer with the capability to read Microsoft word files and which is connected to the Internet or Web. This is necessary for using this document to its maximum potential.

Step 2. Your first task is to become familiar with the Internet by accessing the author's activities from the Internet. This can be accomplished by using the following address (or by clicking on the following Web locator if this manuscript is read on a computer): http://www.csbs.utsa.edu/users/raguiler/fin1.htm. More structure and information on using the Internet is available on the Internet by accessing the Internet Handbook at http://home.netscape.com/eng/mozilla/2.01/handbook/. Complete all the activities on this particular Web page. The objectives for this assignment are: a) A student will become familiar with and use the Internet. b) A student will become familiar with icons used on the Internet. c) A student will be able to conduct a "search" on the Internet. Once the first assignment is completed, advance to the bottom of the assignment and click on Assignment 2: http://www.csbs.utsa.edu/raguiler/fin2.htm. Once the two assignments are completed, a student's knowledge level about the Internet should increase greatly providing the foundation for more in-depth and personal Internet searches.

Organizing Your Favorite Web-Sites

As you learn to navigate the Internet, you will find Web pages of interest and may want to use them again at a later time. The Favorites Icon allows you to save and list all the Web pages that you would like to use at a later date.

Step 1: Find a Web page on the Internet that you would like to use in the future.

Step 2: Click on the Favorites Icon

Step 3: Click on the Add to Favorites Icon

Step 4: Repeat steps 1-3 as you find other Web pages of interest to you.

Once you have completed Steps 1-4, you can view the list of bookmarks that you have added to the computer. By

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clicking any of the bookmarks on the list, you can revisit that particular Web page.

Organizing Your Bookmarks

As the list of favorite sites increases, the listing should be organized in a meaningful way by creating "folders" for each main category of bookmarks. For example, by creating a folder entitled "Personnel," you would "click and drag" any bookmark from your list into the "Personnel" folder. You simply review your listing of favorite Web pages and determine the major categories for each folder to be developed.

Step 1: Click on the Favorites Icon

Step 2: Click on the third yellow briefcase icon to create your new folder.

Step 3: Type the name of your new folder (i.e. Personnel).

Step 4: Click on the "OK" icon.

Step 5: Click on the "Add" icon. You have now successfully added a folder entitled "Personnel" into your favorites listing.

Step 6: Repeat Steps 1-5 for adding additional Folders to your list of favorites.

Step 7: Once you have completed creating the major Folders, click on the "Favorites" Icon, click on the "Open Favorites" Icon to get to your list of Web page, and "click and drag" each Web page into its particular folder. Other folders that may be useful to an administrator are Legal Issues, Classroom Support, Grants and Resources, Student Sites, and Schools on the Web. You may create a "Miscellaneous" folder to handle those Web-pages that do not fit into the categories that you have created and place the remaining Web pages into this new file.

Other Interesting Web-Sites for Administrators

Job Searches. If an administrator is interested in searching the Internet for employment opportunities, the following Web-sites provide a good start:

- American Association of School Administrators Job Bulletin: http://www.aasa.org/jobs/jobbul.htm
- Texas Association of School Administrators' Job Bulletin: http://www.TASAnet.org/cgi-bin/jobs
- Texas Education Agency Job Bulletin: http://www.tenet.edu/unite.html

Legal Sites. The Internet also serves as a good source for information on legal issues. The following sites provide the springboard for legal information:

- Law by Country: http://www.law.emory.edu/LAW/refdesk/country/foreign/
- Legal Material by Topic: http://www.law.cornell/topical.html
- Legal Research Jumpstation: http://www.paralegals.org/LegalResources/home.html
- Yahoo! Legal Research Libraries: http://www.yahoo.com/Government/Law/Legal_Research/Libraries/

Professional Organizations. Information on many professional organizations is now available on the Internet. Other organizations are generally available through these sites.

- Association for Supervision and Curriculum Development: http://www.ascd.org/
- American Association of School Administrators: http://www.aasa.org/
- Texas Association of School Administrators: http://www.TASAnet.org/
- Other Organizations: http://www.yahoo.com/Education/Organizations/Professional/

Using an Electronic Spreadsheet (Microsoft Excel)

An electronic spreadsheet can be used to assist an administrator in organizing and/or calculating data in a very quick and efficient manner. The limitations in the use of the electronic spreadsheet are generally limited to the level of expertise of the user. The following news address: news://csbs.utsa.edu/utsa.csbs.ed15103 will allow you to experience an electronic spreadsheet that has already been developed for some school activities. Once you have accessed the spreadsheet program through the Internet, simply follow the directions on each worksheet to complete this learning module.

Lesson 1: Using the Student Enrollment Projection

This module is designed to assist you in projecting student enrollment changes in your school or school district. It is based on a Trend Analysis Statistical Model and will require student enrollment data over a five year period. Projections are then made for an additional five years.

- Open the Excel Spreadsheet program
- From the File menu, open file in Drive A
- Once in Drive A, open "Aguilera"
- (If you performed these steps correctly, you should now be on page one of the Electronic Spreadsheet Program for Administrators (ESP) which is labeled *CONTENTS*
- Move your cursor around the spreadsheet and change the information in any of the cells with words in them. What did you discover?
- Now move the cursor to the various "red dots" found throughout the first page of this Electronic Program. Again, summarize what you see at every point having a red dot.

Lesson 2: Using the Salary Schedule

For your second operation, move to the next worksheet in the ESP Workbook: *SALARY SCHEDULE*. Explore the Salary Schedule as you did previously by placing the cursor

at the "red dots" throughout this worksheet. After reading the "notes" found in the worksheet, write down what you have analyzed about this worksheet. In other words, what will it do and how do you get the information.

Lesson 3: Using the Scattergram

The Salary Placement Scattergram is your next activity. Again, scan the worksheet with your cursor and describe the purpose of this module.

Lesson 4: Using the Salary Cost Module

The last module in this ESP workbook, is the *SALARY COST* module. What is the purpose of this module and what information can you hope to gain from the worksheet?

Lesson 5: Modifying the Enrollment Projection

This lesson is to designed to allow you to actually use each of the modules by inputting your own information into some of the ESP Modules. The reason you have been unable to change any of the modules or input information into them is that each of the worksheets have been protected. You will learn how to change the protection status of a worksheet by changing it to an unprotected worksheet. Once you accomplish this, the worksheet module will allow you to input information as required.

Step 1: Go to the *Enrollment Projection Module*
Step 2: Click on the *Tools* Icon on the top Toolbar
Step 3: Click on the *Protect* command
Step 4: Click on the *Unprotect Worksheet* command
Step 5: You are now ready to input information into this module, but you must be very careful. *Do not type any information into the red section of the worksheet.* If you do, you will lose the formulas built into the spreadsheet and the calculations will not be accurate. Type in the following numbers (do not type in any words):

Student Enrollment Five Years Ago:	40,000
Student Enrollment Four Years Ago:	41,000
Student Enrollment Three Years Ago:	41,500
Student Enrollment Two Years Ago:	42,200
Student Enrollment This Year:	43,000

What is the projected student enrollment for next year? What is the projected student enrollment in three years? What is the projected student enrollment in five years? What is the purpose of the chart and why would you want to utilize a Trend Analysis in the first place?

Lesson 6: Modifying and Using the Salary Schedule

Step 1: Use the same process that you used in the previous activity for *Unprotecting* the Salary Schedule Module.
Step 2: Develop a salary schedule that is increased by 5% horizontally (across) and 4% vertically (down) with a starting sala_ of $23,500. What is the salary for a teacher at Step 2 with an M.A.? What is the salary for a teacher at Step 10 with an Ed.D.? What is the salary for a teacher at Step 5 with a B.A.?

Powerful Presentations

An electronic presentation is another approach an administrator should utilize for becoming familiar and confident with technology. Microsoft Office PowerPoint Presentation will be the software program described in this section. By following this module, you will be able to create a presentation with a title page, a bulleted page, and a bulleted page with clip art.

Choosing a Background for Your Presentation

Step1: Click on the PowerPoint Icon
Step 2: Click on "Template" and click the "OK" button to allow the selection of a background for your presentation.
Step 3: For the purpose of this lesson, move your cursor to the "Portrait Notebook" icon and click "OK."

Creating a Title Page for Your Presentation

Now you are ready to create your first slide. This step allows you to select the type of slide you will use from a variety of templates or Auto Layouts.

Step1: Place the cursor on the first Auto Layout and click "OK." You are now ready to create your Title Page.
Step 2: Place your cursor on the section of the slide, which reads "Click to add title", and follow the instructions. Type in the title and subtitle of your presentation.

Creating A New Slide

Step 1: To create a second slide, place your cursor on the "Insert" menu found on the toolbar at the top of the screen and click your mouse once.
Step 2: Click your mouse once on "New Slide." This action will take you to the Auto Layout section once again.
Step 3: Place your cursor on the second Auto Layout, which is a bulleted list, and click "OK."
Step 4: Follow the instructions on the Auto Layout for placing the title of this slide.
Step 5: Add the supporting information or "bullets" on the section "Click to add text." After each line of information or bullet is added, hit the "Enter" key on your keyboard to create another bullet. Continue until 3-5 bullets are entered on this slide.

Creating Additional Slides

Step 1: You will now create a third slide by repeating step 1 in the previous section.
Step 2: Place your cursor on the ninth Auto Layout, which will create a slide with text and clip art. Click the "OK" button.
Step 3: Add the title of this slide.
Step 4: Add 3-5 bullets on this slide as instructed by the Auto Layout.
Step 5: Double click your mouse on the drawing to add clip art. This action will engage Microsoft Clip Art Gallery that contains several categories or types of clip

art. Experiment with the clip art by placing and clicking your mouse once on the category you would like to see. For example, if you place the cursor in the "Animals" category, you will see several pictures of animals. For this activity, place your cursor on the polar bear and hit the "Insert" button. Congratulations! You have now created your third slide with clip art.

Saving Your Presentation

Step 1: Click once on "File" on the toolbar at the top of the screen.

Step 2: Click once on the "Save As" sub menu item.

Step 3: Type the name of your presentation: Sample Presentation

Step 4: Click on the "Save" button to save your presentation.

You now have the basic information to develop powerful electronic presentations. Your challenge is to continue playing with PowerPoint over the next year and learn to apply additional features found in this program. Try to make a presentation using PowerPoint within the next couple of weeks.

Summary of Your Lessons

Now that you have completed the Internet activities, the Electronic Spreadsheet activities, and Electronic Presentation activities, you should be more familiar with each of the applications that can be used immediately for improving your present position. The challenge you are now faced is to continue your personal development with these administrator tools and to begin experimenting with other technology programs.

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